

## ADMIRAL COVID-19 GENERAL LICENSEE GUIDANCE

Updated July 2<sup>nd</sup> 2020

### RE-OPENING

England: July 4<sup>th</sup>  
Scotland: Outdoors July 6<sup>th</sup>; Indoors July 15<sup>th</sup>  
Wales: Outdoors July 13<sup>th</sup>; Indoors (TBC)

### **NON-CASH PAYMENT ('CONTACTLESS')**

The acceptance of non-cash payment will be almost mandatory in light of COVID and is clearly a health and safety measure that your staff and customers may insist on and will certainly at least appreciate. I urge those of you who have thus far adopted a “*no need round here*” approach to change your mind.

In the attached, we recommend a service provider which we believe offers excellent value for money for our licensees.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/05/RMS.pdf>

However, we are not trying to sell you any particular provider, we simply believe that especially in light of COVID, **there is no longer a valid argument for ANY pub to not accept non-cash payment.**

### **PAVEMENT LICENSES and OUTDOOR SEATING PROPOSAL**

The Business and Planning Bill was introduced to the House of Commons on June 25<sup>th</sup> 2020. Draft guidance has been prepared for pavement licences.

The temporary pavement licences process introduces a streamlined consent route to allow businesses to obtain a licence to place temporary furniture, such as tables and chairs outside of cafes, bars and restaurants quickly, and for no more than £100. This is a streamlined process to allow businesses in England to secure these licences in time for the summer and, where they are deemed to have been granted, allow these licences to remain in place for a year but not beyond 30 September 2021.

In addition to this new process temporary amendments to the Licensing Act 2003 will allow venues with premises licences to sell alcohol for consumption off the premises without needing to apply for a variation of their licence.

The Bill will go through all processes in the House on Monday in order to be ready to be implemented soon after the 4th July.

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### GOVERNMENT FUNDING

The new business support finder tool can be found at <https://www.gov.uk/business-coronavirus-support-finder>

More details on support for businesses can be found on the coronavirus business support hub: <https://www.gov.uk/coronavirus/business-support>

In particular, the following government funding is available:

#### Non-repayable

1. GRANT Funding\* – £10 or £25K available to almost all licensees
2. Local Authority Discretionary Grants Fund \*
3. Self-Employment Income Support Scheme (SEISS)\*
4. Coronavirus Job Retention Scheme (CJRS)\* – applicable to all PAYE staff and licensees if they are PAYE'd through their own company
5. Coronavirus Statutory SickPay Rebate Scheme (CSSRS)\*
6. Universal Credit support

#### Repayable

7. VAT (and other taxes) deferral
8. Bounce-back loan scheme\*
9. Coronavirus Business Interruption Loan Scheme (CBILS)

*\*Further described in the following pages.*

#### Admiral's advice:

- **We expect that all licensees will apply for 1. – grant support.**
- If you have been unsuccessful in claiming a £10K or £25K rates-linked grant (1. above), this (2.) is another opportunity to receive grant funding
- For licensees themselves, in terms of income support, you should apply for one of 3, 4, 5 or 6 whichever is most appropriate
- Licensees with staff should apply for 4. – CJRS (government pays to 'furlough' staff)
- All licensees should avail of 7. – VAT and HMRC taxes deferral
- Taking a repayable loan (8/9) *may* make sense in order to pay some critical debts and create some working capital. The **Bounce Back loan scheme attracts zero interest for 12 months, and a low 2.5% rate thereafter** which is certainly attractive and may be useful. Clearly, this is still repayable debt, and licensees should understand all elements of these loan deals and avail of accountant advice where possible.

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We expand on the most likely relevant schemes below, but please view the government website links above.

### 1. GRANT funding – every licensee should apply

Most councils are now posting forms online to complete. Our understanding is that the critical element is that you, as licensee, confirm to your Local Authority that you are the ratepayer and that your bank account details have not changed.

Then, payment should be almost automatic.

### 2. Local Authority Discretionary Grants Fund – June 9<sup>th</sup> 2020

- The Government has updated the eligibility criteria for the Local Authority Discretionary Grants Fund. To be eligible a business should have ongoing fixed property-related costs, and occupy property (or part of a property) with a rateable value or annual mortgage/rent payments below £51,000.
- The full guidance is available [here](#).
- The full set of criteria for a business are that it:
  - is based in England
  - has relatively high ongoing fixed property-related costs
  - occupies property (or part of a property) with a rateable value or annual mortgage/rent payments below £51,000
  - was trading on 11 March 2020
  - can show that your business has suffered a significant fall in income due to COVID-19.

However, local councils have been directed to prioritise certain businesses and have discretion in how they decide the grants. Businesses cannot apply if they are already claiming under another COVID-related government grant scheme, except for CJRS and SEISS.

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### 3. Updated Guidance on Self-Employment Income Support Scheme (SEISS) – May 29th 2020

- The Chancellor has announced that the **Self-Employment Income Support Scheme (SEISS) will be extended** - with those eligible able to claim a second and final grant capped at £6,570. The first SEISS grant, which opened for applications on 13th May, will close to new applications on 13th July. Eligible individuals will be able to make their claim for the first grant any time until this date, and those eligible will have the money paid into their bank account within six working days of completing a claim.
- The Government's SEISS will be extended, thereby allowing individuals to claim a second and final grant in August. The grant will be worth 70 per cent of their average monthly trading profits, paid out in a single instalment covering three months' worth of profits, and capped at £6,570 in total.
- The abovementioned extension relates to the SEISS which began on May 5<sup>th</sup> whereby HM Revenue and Customs (HMRC) began contacting customers who may be eligible for the government's Self-Employment Income Support Scheme (SEISS). Those who are eligible will be **able to claim a taxable grant worth 80% of their average trading profits up to a maximum of £7,500** (equivalent to three months' profits), paid in a single instalment.

HMRC is also inviting customers, or their agents, to go online and check their eligibility for SEISS. In order to receive quick confirmation from the eligibility checker, individuals should:

- have their Unique Taxpayer Reference (UTR) and their National Insurance Number to hand make sure their details are up-to-date in their Government Gateway account
- Once the online check is complete, eligible customers will be given a date when they can submit their claim. They will also be encouraged to update their contact details.

The claim process is as follows:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/05/Self-Employed-Claims-Process.pdf>

The claims service opened on 13th May. The claims process is simple, and those eligible will have the money paid into their bank account by 25th May, or within six working days of completing a claim.

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### Eligibility

Individuals are eligible if their business has been adversely affected by coronavirus, they traded in the tax year 2019 to 2020, intend to continue trading, and they:

- earn at least half of their income through self-employment
- have trading profits of no more than £50,000 per year
- traded in the tax year 2018 to 2019 and submitted their Self-Assessment tax return on or before 23 April 2020 for that year

HMRC is using information that customers have provided in their 2018 to 2019 tax return – and returns for 2016 to 2017 and 2017 to 2018 where needed – to determine their eligibility and is contacting customers who may be eligible via email, text message or letter.

You can get more information on the Self-Employed Income Support Grant here:

<https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme#eligible>

Register for the [next live webinar about coronavirus \(COVID-19\) – Self-employment Income Support Scheme \(SEISS\)](#)

Further details in can be found in the SEIS [factsheet](#).

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### 4. **Coronavirus Job Retention Scheme (CJRS)** – see [Flexible Furlough from July 1<sup>st</sup> below](#)

The Chancellor outlined further details on the extension of the Coronavirus Job Retention Scheme (CJRS) including improved flexibility to bring furloughed employees back part time in July and a new taper requiring employers to contribute to furloughed salaries from 1st August.

With regards to the CJRS, from 1st July, businesses will be given the flexibility to bring furloughed employees back part time. This is a month earlier than previously announced to help support people back to work. Individual firms will decide the hours and shift patterns their employees will work on their return, so that they can decide on the best approach for them - and will be responsible for paying their wages while in work. From 1st July the CJRS can only be used for those staff that had been furloughed by 10th June.

- From 1st August, the level of government grant provided through the CJRS will be slowly tapered to reflect that people will be returning to work. That means that for June and July the Government will continue to pay 80% of people's salaries. In the following months, businesses will be asked to contribute an increasing share, but individuals will continue to receive that 80% of salary covering the time they are unable to work.
- The scheme updates mean that the following will apply for the period people are furloughed:
  - o June and July: The Government will pay 80% of wages up to a cap of £2,500 as well as employer National Insurance (ER NICs) and pension contributions. Employers are not required to pay anything.
  - o August: The Government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions – for the average claim, this represents 5% of the gross employment costs the employer would have incurred had the employee not been furloughed.
  - o September: The Government will pay 70% of wages up to a cap of £2,190. Employers will pay ER NICs and pension contributions and 10% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 14% of the gross employment costs the employer would have incurred had the employee not been furloughed.
  - o October: The Government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and 20% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 23% of the gross employment costs the employer would have incurred had the employee not been furloughed.

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- The cap will be proportional to the hours not worked. To enable the introduction of flexible furloughing, and support those already furloughed back to work, claims from July onwards will be restricted to employers currently using the scheme and previously furloughed employees. The number of employees an employer can claim for in any claim period cannot exceed the maximum number they have claimed for under any previous claim under the current CJRS.
- The scheme will close to new entrants on 30th June, with the last three-week furloughs before that point commencing on 10th June for new entrants.
- From 1st July, employers can bring back to work employees that have been furloughed for any amount of time and any shift pattern, while still being able to claim CJRS grant for the hours not worked. Employers will need to agree any flexible furlough arrangements with employees, and when claiming the CJRS grant will need to report and claim for a minimum period of a week.
- Employers will be required to submit data on the usual hours an employee would be expected to work in a claim period and actual hours worked. Employees who believe they are not getting their 80% share can also report any concerns to the HMRC fraud hotline. HMRC will take action against those found to be abusing the scheme.
- Further details can be found in the CJRS [factsheet](#).

### **FLEXIBLE FURLOUGHING** and **CLAIM CALCULATION** – June 12<sup>th</sup> 2020

At the end of May the Chancellor set out how the CJRS will work between now and the end of October, when the scheme will end. The government has now published [detailed guidance](#) to confirm:

1. **How employers can bring previously furloughed employees back to work part-time from 1 July (known as flexible furloughing)** and how many employees they can claim for in any one claim.
2. How to claim, and the information employers will need to do so..
3. Details of calculating claim amounts.
4. More information on amending claims.

This week, the Chancellor announced that parents returning from maternity, paternity, shared parental, adoption and parental bereavement leave after the 10 June are exempt from the cut-off date for new entrants. This applies to employers who have previously submitted a claim for any other employee (between 1 March and 30 June). Employees need to have started the leave before 10 June and are returning after 10 June and they

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have to be on their employers' PAYE payroll on or before 19 March 2020. This is also covered in the updated guidance.

 HM Government **Coronavirus**

### Coronavirus Job Retention Scheme (CJRS): key dates

- 10 June** Last date to furlough employees for the first time, to be eligible until October.
- 12 June** Guidance on changes to CJRS available on GOV.UK.
- 30 June** CJRS closes to anyone who hasn't been furloughed for three weeks before this date.
- 1 July** Flexible furloughing begins – businesses can bring back employees as needed. CJRS grant will cover usual hours not worked.
- 31 July** Final date to submit claims for staff furloughed before 30 June.
- 1 August** Employers now pay national insurance (NI) and pension contributions for furloughed employees.
- 1 September** Employers now pay **10%** of furloughed wages, plus NI and pension contributions.
- 1 October** Employers now pay **20%** of furloughed wages, plus NI and pension contributions.
- 31 October** Scheme closes.

Flexible furloughing continues until the scheme closes

Full guidance and further support is on GOV.UK – search for Coronavirus Job Retention Scheme.

**GET HELP | PROTECT YOUR BUSINESS | SAVE JOBS**

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### INITIAL INFORMATION – April 2020

The websites below have detailed information on this scheme for furloughing your employees. We also attach the latest detailed advice regarding this scheme AND an employee template which you may find useful, [incl. critical advice at the end of this template.](#)

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Coronavirus-Job-Retention-Scheme-28.4.pdf>

### **Furlough Template:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Furlough-Template-18.04.pdf>

The HMRC portal is now operational, and payments will take 4-6 days.

The guidance does set out a list of the requirements that an employer will be need to make a claim. This list keeps growing with each iteration, but currently it is the following:

- your employer PAYE reference number
- the number of employees being furloughed
- National Insurance Numbers for the employees you want to furlough
- Names of the employees you want to furlough
- Payroll/works number for the employees you want to furlough
- Your Self-Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number
- The claim period (start and end date)
- Amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- Your bank account number and sort code
- Your contact name
- Your phone number

It might be useful for you as the licensee to start pulling this information together asap to be prepared to make an efficient and effective application.

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### 5. Coronavirus Statutory Sick Pay Rebate Scheme (NEW: opened on 26th May)

- Small businesses and employers across the UK who have paid Statutory Sick Pay to staff taking COVID-related leave will be able to claim back the money from today.
- The scheme allows small and medium sized employers, with fewer than 250 members of staff, to apply to recover the costs of paying Statutory Sick Pay for two weeks - worth nearly £200 per employee.
- The new online service is being run by HMRC, and after making an application employers should receive the money within six working days. To get the rebate, employers will need to go online and provide simple information on the employees being claimed for. Guidance on how to claim is available [here](#) and you can check if you can claim [here](#).

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### 6. Bounce Back Loan Scheme

- This scheme will help small and medium-sized businesses affected by coronavirus (COVID-19) to apply for loans of up to £50,000 (based on 25% net annual sales)
- This loan scheme launched on 4 May 2020 - it is now open.
- The Bounce Back Loan scheme will help small and medium-sized businesses to borrow between £2,000 and £50,000.
- The government will guarantee 100% of the loan and there won't be any fees or interest to pay for the first 12 months. **The interest rate for the remainder of the loan has been set at 2.5%**
- Loan terms will be up to 6 years. No repayments will be due during the first 12 months.
- The scheme will be delivered through a network of accredited lenders (Banks). **You are likely best applying via the bank you have your business account with.**

#### Eligibility

You can apply for a loan if your business:

- is based in the UK
- has been negatively affected by coronavirus
- was not an 'undertaking in difficulty' on 31 December 2019

#### Who cannot apply

If you're already claiming funding

You cannot apply if you're already claiming under the Coronavirus Business Interruption Loan Scheme (CBILS). If you've already received a loan of up to £50,000 under CBILS and would like to transfer it into the Bounce Back Loan scheme, you can arrange this with your lender until 4 November 2020.

#### How to apply

The Bounce Back Loan scheme **is now open**. More details about the scheme and how to apply are available on the British Business Bank's website, [here](#).

Finally, in addition to the aforementioned government websites, there is very useful related information on the internet **from highly respected industry accountants, for example:**

<https://www.haysmacintyre.com/covid-19>

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### PRACTICAL PUB/CELLAR CLOSURE GUIDANCE

#### **No Consumption on-premise**

The current law is perfectly clear – pubs should be closed. They are only permitted to provide delivery or takeaway services in accordance with their premises licence, updated planning permission (which allows pubs and restaurants to do so) and the updated Covid-19 guidance issued on the GOV.uk website.

**'Lock-ins' are clearly an offence and, in addition to possible fines, pubs could face a licence review leading to revocation.**

#### **Protocol on Destruction of Beer in Pub Cellars**

See instructions on Admiral's website (salmon-coloured banner)

Seven practical pub, cellar and dispense-closure guides are listed below, from **BBPA, MolsonCoors, CaskMarque, HUK SMART DISPENSE, VIANET, BRITVIC and COCA-COLA:**

#### **BBPA:**

<http://beerandpub.com/wp-content/uploads/2020/03/BBPA-COVID-19-Dispense-System-Shut-Down-Guide-v2.pdf>

#### **MOLSON COORS:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Molson-Coors-Customer-Advice.pdf>

#### **CASK MARQUE:**

<https://cask-marque.co.uk/wp-content/uploads/2020/03/Cask-Marque-Guide-to-Bar-and-Cellar-Closure-Process.pdf>

#### **HUK SMART DISPENSE:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Covid-19-Smart-Dispense.pdf>

#### **VIANET:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Vianet-Shutdown-Guidance.pdf>

#### **BRITVIC:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/BRITVIC-SHUT-DOWN.pdf>

#### **COCA-COLA:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Coca-Cola.pdf>

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### CO2 Risks

CO2 gas is both colourless and odourless, the escaping gas can cause oxygen levels in the surrounding air to drop. People who breathe in this air can suffocate.

In the absence of a CO2 gas alarm on your person or in your cellar, **you should NOT enter your cellar (or enclosed areas where gas bottles are stored) which has been closed for a long period of time before fully ventilating to ensure it is safe.** Ensure all gas bottles are turned off at the bottle.

### Cask Beer - Pubs should take special care with cask products

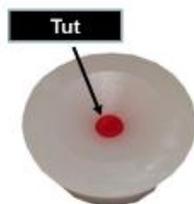
If cellar cooling has been switched off casks may become pressurised due to infection. To prevent “bung” blowing out, we would advise licensees to vent the casks. Depending on your set up:

- Horizontal dispense: Knock a hard peg through the shive, then remove peg
- Vertical dispense: Knock in vertical extractor body, open breather valve
- This will allow the excess gas to escape. Please do not pour away the liquid as some brewers are offering recompense – please check first
- If licensees require further guidance on how to undertake this venting of casks, please contact Admiral on 01244 321171 or email [enquiries@admiraltaverns.co.uk](mailto:enquiries@admiraltaverns.co.uk)

Venting a horizontal cask to avoid unsafe pressure build up on casks in closed pubs



- **'Shive'**: used to insert soft or hard peg. Sealed with a 'tut'
- **Soft peg**: Short, made from cane, allows CO2 to escape, filters air going into beer
- **Hard peg**: Long, stops gas escaping



- Knock through tut in shive using a hard peg then remove peg

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### YOUR HEALTH and SAFETY: STATUTORY COMPLIANCE and TENANT WORKS

#### **Electrical, Fire Safety & Gas Safe Testing**

Due to the current COVID-19 Pandemic it is increasingly unfeasible & unsafe for statutory compliance tests to continue on our sites.

We will however continue to make reasonable endeavours to complete compliance testing where it is deemed safe to do so.

Where it is not safe we will adopt a Dynamic Risk Assessment (DRA).

Risk assessments involve analysing the risks and hazards of your workplace and implementing controls to either eliminate or reduce them.

#### **Electrical & Fire Safety Testing**

Please adopt the attached DRA immediately.

#### **Electrical:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Electrical.pdf>

#### **Fire Alarm:**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Fire-Alarm.pdf>

If you have any queries, please call the Help Line or the Admiral Taverns Help Desk for support.

Over the down time we will monitor missed inspections and look to prioritise these sites once we have freedom of movement and safe environments to work in.

#### **Gas Safe Testing**

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Gas-Safety.pdf>

The Health & Safety Executive and Gas Safe are still currently expecting that all reasonable endeavours are made by Landlords to complete annual Gas Safe Tests.

There is a requirement to record all attempts to arrange and complete Gas Safe Tests in order to comply with this requirement.

JCW our Gas Safe Contractor, has agreed to set up a month by month schedule of due inspections and record all attempts gain access to complete the inspections.

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JCW will initially contact you and seek confirmation that the occupants of the site do not have COVID-19, that they do not fall into the 1.5m Government High Risk Category and that they are happy for an engineer to attend their site.

If you answer positively to the questions, then the engineer will arrange to visit and re-check with you the day before the visit.

If you answer negatively to any question, then the attempt will be recorded and a new attempt will be rescheduled for 4 weeks' time.

If you have any queries, please call the Help Line or the Admiral Taverns Help Desk for support.

Over this time we will monitor missed inspections and look to prioritise these sites once we have freedom of movement and safe environments to work in.

### Tenant Works

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/PROPERTY-HELP-SUPPORT-DURING-THE-COVID-19-CRISIS.pdf>

### Pest Control

Vermin haven't heard the News, and are definitely NOT self-isolating!

Mice & Rats just see the lock-down and the lack of human activity as an open house.

The Office, Kitchen, Stores have no people, but mountains of food for a pest.

It's time for the mice to play, to forage in the bins that haven't been emptied, to get in the Office draws and eat your biscuits, to raid the food stores with easy to access soft packet food such as crisps.

Prepare your properties to deny pests of essential food supplies and water (for rats). If you are leaving your buildings empty for a day a week or longer, prepare your property to prevent pests from taking over.

**Clean up, lock away all food items and stop the pests taking over your property.** See photo tips attached.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Pest-Control.pdf>

If you see any pest activity, please contact Property Help Desk on 01244 321171 or email [enquiries@admiraltaverns.co.uk](mailto:enquiries@admiraltaverns.co.uk) and we will help in arranging for a Pest Proofing contractor to attend your site.

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### UTILITIES

- As we move into a further phase of the management of Covid19, energy suppliers are having their staff work from home and will be prioritising security of supply and dealing with emergencies.
- A small number of suppliers will continue to be available by telephone, however many are now only available by email. Suppliers are providing more detail as to their response on their websites, and customers are advised to look for further information there.
- If customers haven't done so already, they are advised to **set up an online account with their suppliers** and to **submit meter readings on a regular basis (we recommend weekly)** to ensure that bills are based on actual, rather than estimated readings.
- Prior to cancelling DD's customers are strongly encouraged to speak with their suppliers. This advice can be seen as equally applicable to water suppliers as to energy.

### MACHINES

Given the current crisis facing the country and the legal advice issued by the Government, BACTA has concluded that the Socially Responsible course of action for the Industry is to **cease all collections with immediate effect.**

#### Advice for our Licensees:

- Ensure that all machines are switched off so there are no attract modes/flashing lights and pose no Health & Safety risk
- If at all possible - move machines out of site, into disabled toilets or storerooms, not ideal but these are not ideal times
- Once current restrictions are removed, if a final collection wasn't carried out on the machines - please liaise with the machine supplier (s) to arrange a final collection at the earliest opportune time after
- We suggest the below label is printed out and put on the front of all AWP's – even if the machine hasn't been emptied

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Out-of-Service-Notice-Machines.pdf>

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### PERSONAL DEVELOPMENT, TRAINING, MENTAL HEALTH & WELL-BEING

#### **CPL Licensee Training Suite**

Admiral is delighted to offer CPL's full suite of licensee training for six months for the heavily subsidised fee of £24.50 + VAT. Details attached and **please contact Ceri Radford (Admiral) as directed** by the link.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/CPL-Learning.pdf>

#### **Free Hospitality-Based Training**

UKHospitality and CPL Learning have launched a new online training platform. UKH Pathway will be free to use whilst your pub remains closed due to coronavirus, and will provide access to learning, well-being and personal development resources for furloughed employees. To access this platform please click on the link below.

<http://ukhospitalityregistration.cpllearning.com/>

#### **DIAGEO Capability Webinars**

Recorded, edited and uploaded to [www.diageobaracademy.com](http://www.diageobaracademy.com).

#### **BII Mental Health Awareness Guide**

The BII have provided a guide covering some simple steps we can all take to look after ourselves during the Pandemic. To access this, click on the link below.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Mental-Health-during-a-Pandemic-BII-Guide.pdf>

#### **Licensed Trade Charity**

The Licensed Trade Charity helps pubs, bar and brewery people when you are in need of help. They support hundreds of people facing a crisis with practical, emotional and financial support each year.

<https://www.licensedtradecharity.org.uk/category/mental-health/>

#### **Free Level 2 Apprenticeships**

Admiral is delighted to offer 4 free apprenticeships through HIT Training. There are no practical assessments and can all be done online. Details attached and **please contact Ceri Radford (Admiral) as directed** by the link. Please note there is no funding available in devolved areas, which are Cambridgeshire, Peterborough, Manchester, Liverpool, Bristol and London.

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<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/001216-Admiral-Taverns-Be-Prepared-A5-Leaflet.pdf>

### HOME ACTIVITIES PACK – ideas for you and the family

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/EASTER-HOLIDAYS.pdf>

## 5 GREAT INTERNET SOURCES

For these ever-changing circumstances, we recommend the following 5 sources of up-to-date quality information and independent advice:

**Personal Health** – NHS. <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **Government Business Support** – GOV.UK

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Government-Helpful-Links.pdf>

**Industry Accountants** – a digestible and quality summary of latest government support available. <https://www.haysmacintyre.com/covid-19>

### **Industry General**

#### **BBPA**

[https://beerandpub.com/policies/covid-19/?utm\\_source=GDPR+-+Daily+Digest&utm\\_campaign=fb25b8b616-EMAIL\\_CAMPAIGN\\_10\\_2\\_2018\\_14\\_43\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_7311a7a757-fb25b8b616-61449657](https://beerandpub.com/policies/covid-19/?utm_source=GDPR+-+Daily+Digest&utm_campaign=fb25b8b616-EMAIL_CAMPAIGN_10_2_2018_14_43_COPY_01&utm_medium=email&utm_term=0_7311a7a757-fb25b8b616-61449657)

**BII** <https://www.bii.org/>

Finally, we are please also to recommend a free website, open to all with no requirement to log in which is **essentially a broad 'go to' hub for Publican support**, courtesy of HEINEKEN. Attached is a slide introducing [www.thepubcollective.co.uk](http://www.thepubcollective.co.uk). The team who manage the content are meeting daily to ensure they keep the information up to date and relevant.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Pub-Collective.pdf>